



Assistant Unit Supervisor - Field Support

Details

Job ID : 246

Title : Assistant Unit Supervisor - Field Support

Job Code : 1119

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR THE DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF TRAINING AND CONTINUING EDUCATION PROGRAMS FOR COURT SERVICES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE PREFERRED

Job Duties

- SUPERVISE PROCEDURE, CERTIFICATION, TESTING, AND OTHER RELATED PRACTICES OF COURT SERVICES
- PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- PERFORM PERSONNEL FUNCTIONS OF THE CENTRAL OFFICE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED